



# MISSOURI DEPARTMENT OF MENTAL HEALTH

DORN SCHUFFMAN, DEPARTMENT DIRECTOR



DEPARTMENT  
OPERATING  
REGULATION  
NUMBER

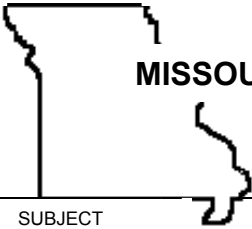
DOR  
6.520

CHAPTER Human Resources	SUBCHAPTER Employee Processing	EFFECTIVE DATE 10/1/2003	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Alcohol and Other Drug-Free Workplace		AUTHORITY Section 630.050. RSMo.	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Human Resources			SUNSET DATE 7/1/2007	

**PURPOSE:** Prescribes policy for maintaining a drug-free workplace as required as a condition of receiving federal funds.

**APPLICATION:** Applies to entire department.

- (1) Employees of the department and its facilities shall comply with the drug-free workplace provisions of the Drug Free Workplace Act of 1988 as set out in this DOR.
- (2) Facilities shall publish a statement in their employee information centers notifying current and new employees that: "The department recognizes that alcohol and other drug abuse adversely affects the health, safety, and well-being of employees and clients/patients. The unlawful manufacturing, distribution, dispensation, possession, or use of alcohol or controlled substances are prohibited in the workplace. Employee convictions of a drug offense in the workplace shall require the facility to take, within thirty (30) days, appropriate employment action up to and including dismissal and/or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement, or other appropriate agency. The cost of such a rehabilitation program shall be at the employee's expense."
- (3) Facilities shall establish a drug-free awareness program, as part of the facility orientation program, to inform employees about:
  - (A) the dangers of alcohol or other drug abuse in the workplace;
  - (B) the department DOR on maintaining a drug-free workplace;
  - (C) available drug counseling or rehabilitation programs available within the community; and
  - (D) information on the Employee Assistance Program.
- (4) Facilities shall notify each employee that as a condition of employment, the employee will abide by the terms of the policy statement in section (2) and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.
  - (A) If the conviction is for a violation occurring in the workplace, and the employee is engaged in the performance of a federally funded grant or contract, the facility HR director shall notify the Department Office of Human Resources within ten (10) days of receiving notice of the conviction. The department HR director will notify the appropriate grantor within ten (10) days after receiving notice of the conviction, including the disciplinary action which has or will be taken.



# MISSOURI DEPARTMENT OF MENTAL HEALTH

DORN SCHUFFMAN, DEPARTMENT DIRECTOR



DEPARTMENT  
OPERATING  
REGULATION  
NUMBER

DOR  
6.520

SUBJECT	EFFECTIVE DATE	NUMBER OF PAGES	PAGE NUMBER
Alcohol and Other Drug-Free Workplace	10/1/2003	2	2 of 2

(5) The Department Office of Human Resources will maintain a list of all staff receiving employment actions for violation of this policy. This list shall be provided to Department facilities on an annual basis so that they may compare the data base with local facility records to ensure complete reporting has occurred in compliance with the DOR. Facilities shall continue screening all applicants or employees as identified, for drug abuse violations to determine compliance with this and other DORs, laws of policies.

*History: Original DOR Effective February 1, 1990. Amendment effective July 1, 1996. Amendment effective July 1, 2002. On July 1, 2003 the sunset date was extended to July 1, 2004. Amendment effective October 1, 2003.*